



TimeOut Grammar™

Users Manual



TimeOut Grammar™

Grammar & Style Checker for AppleWorks™ by Dan Verkade

Manual by Jerry Kindall

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1 Getting Started

TimeOut Grammar is the smart way to improve your writing. Unlike other grammar checkers—which make you save your file and quit AppleWorks before you can begin proofing your document—TimeOut Grammar works *inside* AppleWorks, saving you time and effort.

TimeOut Grammar detects punctuation and style errors, including misplaced punctuation, improper capitalization, and pompous, sexist, wordy, and clichéd phrases—allowing you to improve your writing style and easily target your documents to specific audiences.

Getting The Most Out Of TimeOut Grammar

TimeOut Grammar is the most sophisticated Apple II program of its kind. However, it does have the same limitations as all grammar checkers. To get the most out of TimeOut Grammar, remember:

- *Computers can't understand English.* The best they can do is guess. Occasionally TimeOut Grammar will make a suggestion that won't make sense in the context of your document. This is normal; just ignore the suggestion. It's impossible to program a computer to handle the infinite variety of the English language—at least for now.
- *TimeOut Grammar is not a replacement for writing skills.* TimeOut Grammar detects many common writing problems and offers appropriate suggestions. But Grammar's usefulness ultimately depends on *your* judgment—you're the one accepting or rejecting the program's advice. *Appendix B* has some tips on improving your writing skills.

What You'll Need

TimeOut Grammar works only with version 3.0 of AppleWorks. (Upgrades are available through Quality Computers.) Grammar works in as little of 128K of memory (depending on the size of the document

you're checking). The more memory you have, though, the better TimeOut Grammar works. TimeOut Grammar is hard-drive installable, but it also works just fine if you only have 5.25" or 3.5" disk drives.

You'll need the following materials before starting:

- *A copy of your AppleWorks Startup disk.* Don't install TimeOut Grammar on your original AppleWorks disks; make a copy first. If you have already installed other TimeOut programs on your copy of AppleWorks, or if AppleWorks is on a hard drive, you can add TimeOut Grammar to your existing applications disk or hard drive.
- *The TimeOut Grammar disk.*

If you have never installed TimeOut on your copy of AppleWorks, you'll need to read all of *Chapter 2* to install TimeOut Grammar. If you are currently using other TimeOut programs, you can just read *Copying Applications* on Page 7.

After installing TimeOut Grammar, follow the *TimeOut Grammar Tutorial* in *Chapter 3*. Then read the *TimeOut Grammar Reference* in *Chapter 4*. Lastly, be sure to browse through the *Appendices*; they contain valuable incidental information.

If you're not already familiar with the AppleWorks Word Processor, you may want to refer to your AppleWorks manuals before starting.

- ➡ *Note:* This manual assumes that you are familiar with AppleWorks and the AppleWorks ways of doing things (e.g., selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.

2 Installing TimeOut

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- **Important:** We supply TimeOut Grammar on both 5.25" and 3.5" disks. The TimeOut Installer allows you to back up your disks. Please do so. This includes your AppleWorks disk—do not install TimeOut on your master copy of AppleWorks.

The Big Picture

AppleWorks is an integrated program that includes three applications: a word processor, a data base, and a spreadsheet. TimeOut is a modification to AppleWorks that allows you to add even more applications (like TimeOut Grammar) to AppleWorks.

- **Note:** TimeOut itself is *not* an application. The TimeOut Grammar disk includes the TimeOut Grammar application that becomes part of AppleWorks—thanks to TimeOut.

The disk that contains the TimeOut applications is your *application disk*. If you copy your application files onto your AppleWorks disk, that disk becomes your applications disk.


- **Important:** If you are using 5.25" disks, your applications won't fit on your AppleWorks disk—there just isn't enough room.

TimeOut is compatible with the USA version of AppleWorks 2.0, and with later versions (2.1 and 3.0); however, Grammar requires v3.0. If you have an earlier version, contact Quality Computers for an upgrade.

TimeOut works fine with most AppleWorks enhancements, including Applied Engineering's Desktop Expander.

- **Note:** If you are installing TimeOut along with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exceptions are AutoWorks and the Pinpoint accessories. Install them after installing TimeOut.

Installation

You must install TimeOut on your AppleWorks disk to use TimeOut Grammar. (Remember to use a copy of your AppleWorks disk, not the original!) To get started, boot your TimeOut Grammar disk by placing it in your boot drive and pressing Control--Reset.

You can install TimeOut two ways: *Manual* or *Automatic*. We suggest automatic installation if you're using floppy disks (either 5.25" or 3.5") and have *not* put AppleWorks in a subdirectory. The Automatic Installation program will set up TimeOut for your system. You don't have to be a computer geek to use it!

If you've already installed TimeOut on your copy of AppleWorks, it is usually not necessary to use Automatic Installation. It doesn't hurt to do so, but you really only need to install TimeOut once. Use Manual Installation to copy your new applications to your applications disk.

Automatic Installation

The Automatic Installation Menu contains three options:

1. **Read manual updates.** Displays any new information that didn't make it into the manual before it went to print.
2. **Install TimeOut.** Select this option and follow the on-screen prompts.
- ➡ **Important:** Have several blank disks on hand. You'll need them to make backup disks and applications disks.
3. **Quit.** Choose this option if you merely booted the wrong disk!

After completing Automatic Installation, see *Start up AppleWorks* on Page 9 for instructions on using TimeOut when you boot up AppleWorks.

Manual Installation

Manual Installation gives you the freedom to configure TimeOut for your own needs. For one thing, you don't have to install TimeOut again if you've already done so. You can simply copy your new applications to your applications disk and skip re-installing TimeOut.

The following menu options are available in Manual Installation:

Read Manual Updates

Read manual updates displays any late-breaking changes or additions to this manual. The manual updates are in an AppleWorks word processor file called **Notes**. You can view it (or print it) from within AppleWorks by adding it to the Desktop.

Make a Backup Disk

This option makes backup copies of your AppleWorks and TimeOut disks and works with either disk size. Back up both your AppleWorks disk and TimeOut Grammar disk. Use the backups for the installation process; keep the originals in a safe place.

You will see a list of disk drives you can use to make your backup disk. If you have only one disk drive, select the same drive for your master and backup disks. The Installer will tell you which disk to put in, and when.

Format a Disk

You may need to format a new disk to hold your TimeOut applications. (Your applications will not fit on the 5.25" AppleWorks disk.) Use **Format A Disk** to make an applications disk.

Enter a name for the disk. The name can be anything you like, but it must start with a letter and contain only letters, numbers and periods. The maximum length of the name is 15 characters. The Installer will remember the name you give the disk; this disk will become the default location of your applications when you install TimeOut.

➡ *Be careful!* Formatting erases any information already stored on the disk. You can use the **Catalog a disk** option to see what files (if any) are on a disk before formatting it.

Catalog a Disk

This option works like the **List all files** feature in AppleWorks. Use it to see a listing of the files on your disks. You can choose to catalog the files in the main directory of a disk, or enter the pathname of a subdirectory.

Create a Subdirectory

Your TimeOut applications can be copied into a subdirectory. (If your copy of AppleWorks is installed on a hard drive, you'll probably want to do this.) To create a new subdirectory for your applications, choose this option before copying the applications.

Enter the complete pathname of the subdirectory to be created. To create a subdirectory called **TIMEOUT** on a disk named **/APPLEWORKS**, you would enter:

/APPLEWORKS/TIMEOUT

➡ *Important:* TimeOut applications don't have to be in subdirectories. If you don't understand subdirectories, don't worry about it.

Install TimeOut

This is the step in which you actually modify AppleWorks. There are several steps to the process. Make sure you are using a backup copy of AppleWorks.

Sorting the TimeOut Menu

When you have TimeOut installed in AppleWorks, you select applications from a menu. If you would like the menu items alphabetized, answer **Yes** to sorting. Otherwise, they will appear in the same order as they do in the disk directory.

Multiple TimeOut Applications Disks

If you have more applications than will fit on one disk, you can answer **Yes** to multiple application disks. You may need this option if you are using 5.25" disks. With multiple application disks, you can load your applications from different disks and have TimeOut display them in the same menu.

If all of your applications fit on one disk, or are all in the same subdirectory, answer **No**.

Another option is available if you have more than one applications disk. You can use the Add applications feature in TimeOut Utilities to create multiple TimeOut menus. Using this feature, each applications disk will have its own menu (see Page 29 for more information).

Location of TimeOut Applications

Remember that TimeOut itself and your TimeOut applications are separate programs. TimeOut is merely a modification to AppleWorks that lets you run applications besides the word processor, database, and spreadsheet without leaving AppleWorks. For TimeOut to load your TimeOut applications, it needs to know where to look for them.

Your applications (such as Grammar) can be located anywhere you like: a hard drive, a RAM disk, a floppy disk, or any other ProDOS disk. You will probably want to put them on your AppleWorks disk (or in the same subdirectory as your AppleWorks program if AppleWorks is in a subdirectory).

- **Important:** If you are using 5.25" disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

There are two ways to tell TimeOut the location of your applications: **Slot and Drive** and **ProDOS pathname**. You usually use **Slot and Drive** if you're working with floppy disks (5.25" or 3.5"); you use **ProDOS Pathname** if your TimeOut applications are on a hard drive or in a subdirectory on a floppy disk.

- **Important:** For 5.25 inch disk users—if you have a single drive, tell TimeOut your applications are located in Slot 6, Drive 1. If you have two drives, Slot 6, Drive 2 is recommended.

Location of AppleWorks

Next, indicate where your AppleWorks Startup disk is located. You may specify either Slot and Drive or ProDOS directory. After indicating the location of AppleWorks, put your AppleWorks disk (the **STARTUP** side if you are using 5.25" disks) in the drive you selected and press **Return**. TimeOut will be installed into your copy of AppleWorks.

- **Note:** This is a one-time modification. If you add more TimeOut applications later, you usually won't need to install TimeOut again.

Copy Applications

If Grammar is your only TimeOut disk, you can use your backup copy of the TimeOut Grammar disk as your applications disk. You will want to create an applications disk in the future if you get more TimeOut applications. Putting all your TimeOut applications on one disk will cut down on the number of disks you need to use AppleWorks.

To copy the Grammar files to your TimeOut applications disk, select **Copy applications** from the Main Menu. Select the location of your applications disk either by Slot and Drive or ProDOS pathname. The default location will be the one you gave TimeOut to look for your applications. Choose the default if you just finished installing TimeOut.

- **Important:** If you are using 5.25" disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

Quit

Select this option when you have completed the installation.

Re-installing TimeOut

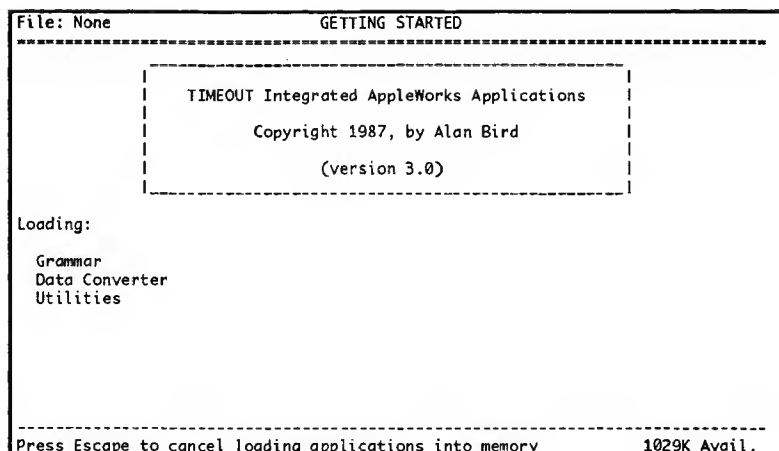
If you need to change the location of your applications disk, or you want to have more than one TimeOut applications disk, or if you just want to update your installed copy of TimeOut to a new version, simply install TimeOut again. Just follow the same steps you went through the first time, making any needed changes to your settings.

Start up AppleWorks

Now that you have installed TimeOut on your copy of AppleWorks and created a TimeOut applications disk, you are ready to use it. Boot up your AppleWorks disk the same way you usually do.

When you start up AppleWorks with TimeOut installed, you will see the TimeOut title screen (*top of next page*) before you reach the AppleWorks Main Menu. The first thing TimeOut will do is look for your applications disk at the slot and drive location or pathname you specified during installation.

- **Important:** If TimeOut cannot find your applications, it will ask you to insert your applications disk. Put it in the drive (if you have not already done so) and choose Try again, or Try a different location. If you still get the same message, you may not have any applications on the disk or the disk may be damaged. Try creating a new applications disk or a fresh copy of the Grammar disk.



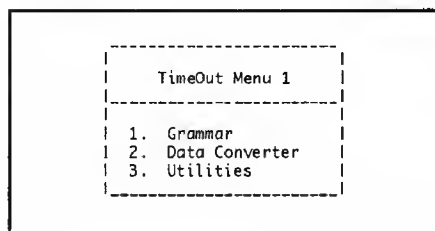
➡ **Note:** If you do not see the TimeOut title screen, TimeOut has not been installed correctly, if at all. Try installing it again.

Each TimeOut application is listed on the screen as it is found. An asterisk (*) before the application name indicates that it is memory-based. If you press Escape while TimeOut loads your applications, the memory-based applications will not load. They'll still be listed in the TimeOut menu, but they'll be loaded from disk each time they're used.

If you have specified that you are using multiple TimeOut applications disks, insert the next disk and answer **Yes** when you're asked **Read another TimeOut applications disk?** Answer **No** when the last applications disk has been read.

Accessing TimeOut Applications

You call up the TimeOut menu in AppleWorks by holding down the ⌘ key and pressing the Escape key. A menu like the one below appears.



Use the Up and Down arrow keys or type a number to highlight an application. Press Return to select it, or Escape if you don't want to choose any items in the menu.

Memory Usage

You will notice that with TimeOut installed, you have slightly less Desktop memory for your AppleWorks documents. TimeOut itself uses some of the missing memory; your memory-based TimeOut applications use additional Desktop memory.

If you are short on Desktop memory, reconfigure your applications to be disk-based. For maximum speed, make your TimeOut applications memory-based or use them from a RAM disk.

Control-Reset Patch

TimeOut includes a patch to AppleWorks that makes Control-Reset take you to the Main Menu. This patch is for emergency use only—in the event that AppleWorks hangs or crashes. Don't use it as a way of getting to the Main Menu! We suggest that, after pressing Control-Reset, you save all your files and restart AppleWorks immediately to avoid further crashes.

3 Grammar Tutorial

This chapter tells you how to get TimeOut Grammar “up and running” and walks you through checking a sample file. For more information on specific features of TimeOut Grammar, see Chapter 4, *Grammar Reference*.

Using TimeOut Grammar

To use TimeOut Grammar, start up AppleWorks as you usually do. You should see the TimeOut title screen before you reach the AppleWorks main menu—if you don’t, TimeOut may not be installed correctly.

Once AppleWorks has loaded, add the file *Grammar Sample* (on the TimeOut Grammar disk) to the AppleWorks Desktop using the *Add files to the Desktop* option. This word processor document contains several common grammatical and stylistic errors.

Checking Spelling

Before using TimeOut Grammar, you should make sure the words in your document are spelled correctly. Grammar uses several large phrase lists to scan your document for stylistic and grammatical errors, and misspelled words in your document will not match the correctly spelled words in the phrase lists. This could cause TimeOut Grammar to overlook some errors.

Since you’re using AppleWorks 3.0, you can use its built-in spelling checker. Let’s check our Grammar Sample document’s spelling.

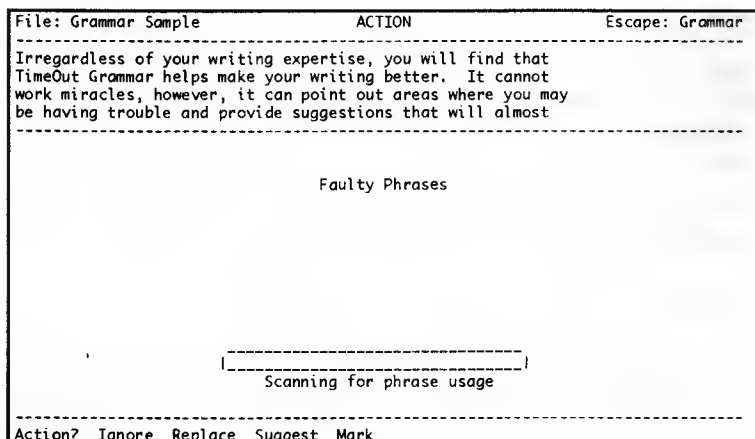
1. Press ⌘-V and select **All** to begin checking.
2. The first error AppleWorks finds is the word **Irregardless**. **Irregardless** isn’t actually a word, so it’s definitely an error. But AppleWorks doesn’t have any suggestions for this word (try choosing **Get suggestions** to see for yourself). Choose **Skip** for now—this is a common stylistic error, and TimeOut Grammar will catch it.

3. Next, AppleWorks finds the word *adn*. It's obviously a misspelling of *and*, so choose **Replace** and type *and*.
4. Now AppleWorks finds *importnt*. Choose **Get suggestions** and select *important* from the list.
5. Next, AppleWorks finds *teh*—an obvious misspelling of *the*. Select **Replace** and type in *the*.
6. Finally, AppleWorks finds *Grammer*—a typical misspelling of *Grammar*. Choose **Get Suggestions** and select *Grammar*.

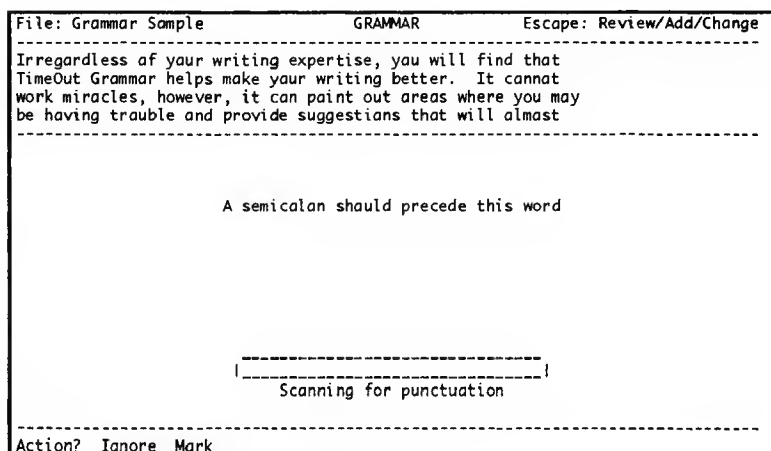
Checking Grammar

Now we're ready to check our sample document's grammar. Press ⌘-Escape to display the TimeOut menu, then select *Grammar* and press **Return**. Press **Return** again to check the document. Grammar loads its phrase lists and starts checking.

➤ **Note:** If your system doesn't have enough memory to load all the phrase lists at once, Grammar will load as many of the phrase lists as it can and check your document. Then it will load additional phrase lists and check your document again, repeating the process until all the phrase lists have been checked. In these cases, Grammar may not find the errors in the sample file in the same order that they are discussed here.



1. First, Grammar finds the word *Irregardless*. Choose **Suggest** to see what Grammar has to offer—Grammar suggests *Regardless*. Press Return to accept that suggestion.
2. Grammar continues checking, finding *expertise, you will, cannot*, and other phrases. Each time, you have the option to ignore the error, replace the phrase with a new one of your own, choose one of TimeOut Grammar's suggestions, or mark it for later revision. For the purposes of this tutorial, use the **Suggest** option each time.
3. Next, Grammar finds *almost always*. Let's mark this one for later revision. Choose the **Mark** option. TimeOut Grammar inserts brackets around the phrase, along with an explanatory number.
4. Continue through the document, accepting Grammar's suggestions as appropriate. TimeOut Grammar will ask you about *It is, initiating, utilizes, are not, There fore, additional, real good, and employ*.



5. Now Grammar begins checking your document's punctuation. The first error found is a missing semicolon preceding the word *however*. Select **Mark**; Grammar inserts brackets and an error number to mark the error.
6. Grammar next warns you that there should be two spaces at the end of the sentence that begins *It is important to make sure the words in your document are spelled correctly*. Correct this error. Another, similar error is found after the sentence beginning with *For additional hints on improving your writing*. Correct it as well.

7. Now Grammar detects a missing capital letter at the beginning of the very next sentence. Choose **Correct** to fix this problem.
8. Finally, TimeOut Grammar detects extra punctuation at the end of the next-to-last sentence. Mark this error.
9. Grammar displays how many errors it detected. Press the Space Bar to return to the **Verify?** menu, then press **Escape** to return to your document.

Correcting Marked Errors

Take a look at the bottom of your document (press **⌘-9**) to see a list of the errors you have marked for revision using Grammar's **Mark** option. You can print this list by positioning the cursor on the line above the errors and pressing **⌘-P**, then selecting **Cursor** to print from the cursor location onward. Printing the list will provide a handy reference as you correct the errors you marked.

```
File: Grammar Sample          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
TimeOut Grammar uses a list of phrases, which it matches
against your writing to look for errors. If the words in
your document aren't spelled correctly, TimeOut Grammar may
not detect all your errors. Therefore, we recommend using
AppleWorks' built-in spelling checker before using TimeOut
Grammar.

For more hints on improving your writing, see Appendix C in
the TimeOut Grammar manual. It includes some really good
tips and suggested reading material,[P11].

We hope you enjoy TimeOut Grammar and use it often!

Usage Errors Marked
[11] Vague Phrases

Punctuation Errors Marked
{11} Too much punctuation
{24} A semicolon should precede this word

-----
Type entry or use A commands          Line 28 Column 1          12:14 pm
```

The numbers next to each error description match the reference numbers enclosed in brackets with each error you've marked. Usage errors are marked with square brackets (**[]**); punctuation errors are marked with curly brackets (**{ }**). For example, punctuation error **11** is *Too much punctuation*; you'll find **{11}** in your document wherever you marked this error.

To find your marked errors, just use the ⌘-F (Find) command to search your document for the marker's opening bracket ([or {). Use the **Delete** key to remove each marker after you've corrected the error. After you've checked your entire document, delete the error explanations from the end of your document and run one last Find to make sure you got all the markers.

Congratulations!

You've just experienced firsthand how easy it is to improve your writing with TimeOut Grammar. We encourage you to try TimeOut Grammar on some of your other documents. Remember, you don't have to take every suggestion the program offers—you can always mark potential errors for later inspection, or ignore Grammar's suggestions entirely.

When you're done experimenting, read the next section to find out about TimeOut Grammar's other features.

4 Grammar Reference

This section describes each feature of TimeOut Grammar in detail.

Grammar Menu Selections

The first prompt you see when you activate TimeOut Grammar is:

Verify? Document Clipboard Edit Options

- Choose **Document** to check an entire Word Processor document.
- ➡ **Note:** If you were in a Word Processor document when you called up TimeOut Grammar, Grammar will check that document. If you weren't in a Word Processor document (if you were at the Main Menu or in some other type of document), Grammar will present a list of all the Word Processor documents on the AppleWorks Desktop and let you choose one.
- Choose **Clipboard** to check the contents of the Clipboard. This allows you to check one sentence, one paragraph, or even a whole block of text (anything less than a full document, up to the limit of the Clipboard) by simply moving the text to the Clipboard first (use ⌘-C or ⌘-M). The corrected text is placed on the Clipboard; paste it back into the original document (or into another document).
- Choose **Edit** to edit the phrase lists and phrase list status. (See *Editing Phrase Lists* later in this section.)
- Choose **Options** to select whether Grammar checks punctuation, usage, or performs both checks. The Options menu also allows you to release the memory used by Grammar's phrase lists.
- ➡ **Note:** Once they've been loaded, Grammar's phrase lists remain in memory so Grammar won't have to load them the next time you check a document. If you want to use the memory for something else, choose **Release memory** from the Options? menu.

Action Menu

When Grammar finds a possible error in your document, it displays one of the following menus:

Action? Ignore Replace Suggest Mark (Usage errors)
Action? Ignore Mark Correct (Punctuation errors)

- Choose **Ignore** to ignore the error and continue scanning the document for more errors.
- Choose **Replace** (usage errors only) to type in a replacement for the phrase Grammar has detected. Use this option when you can think of a simple fix for the error Grammar has detected or when none of Grammar's suggestions are appropriate.
- Choose **Suggest** (usage errors only) to see Grammar's suggestions for the phrase it has detected. For example, if you originally wrote *mailman*, Grammar will suggest *letter carrier*.
- ➡ **Note:** Occasionally you will see **Omit**, **Avoid**, or **Revise** as a suggestion. Choosing **Omit** deletes the phrase from the document; choosing **Avoid** or **Revise** is the same as choosing the **Mark** option from the **Action?** menu.
- Choose **Mark** to mark the sentence for later review. Grammar inserts brackets and an error code into the document, and adds an explanation of the error to the end of your document.
- Choose **Correct** (punctuation errors only) to fix punctuation errors. Grammar will remove excess spaces, fix capitalization, or perform whatever correction is necessary. Some punctuation problems are too complex for Grammar to fix; the **Correct** option will not appear for these errors. **Mark** them instead.

Editing Phrase Lists

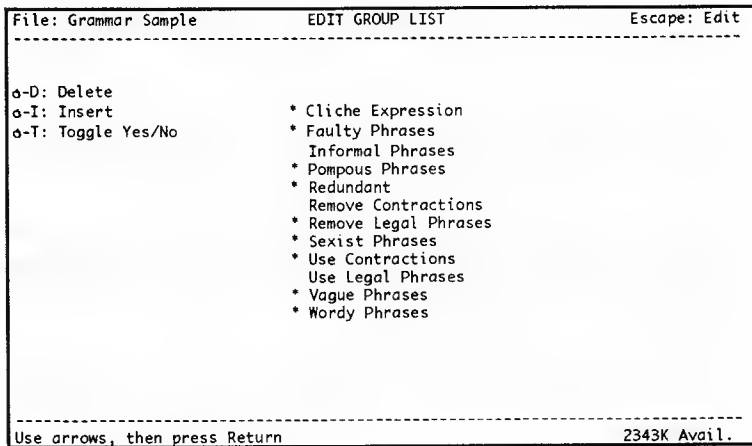
You can customize TimeOut Grammar to better fit your writing style by selecting **Edit** from the **Options?** menu. This menu appears:

Edit? Groups Usage Punctuation

Editing The Group List

Choose **Groups** to tell TimeOut Grammar which usage groups to use. TimeOut Grammar sorts its phrases into twelve groups. Each group can be on or off; for example, if you want to remove contractions from your writing, turn on the *Remove Contractions* group and turn off the *Use Contractions* group. Use the following keys to modify the phrase groups:

⌘-T Toggles a group on and off. A group's status is shown by an asterisk (*). Groups with asterisks are active.



Return Allows you to change a group's displayed name, file name, and status as originally defined by ⌘-I (*below*)

⌘-D *Delete a phrase group.* Normally you should only turn off groups you don't want to use, instead of deleting them entirely. However, if you decide that you will never use a certain phrase group, you can remove it with ⌘-D.

⌘-I *Insert a new phrase group.* Use this option to add your own phrase group to the list. Pressing ⌘-I displays the following submenu:

1. **Group:** Defines the name of the group as it will appear in the Group List.
2. **File:** Defines the name of the group as it will appear on your disk. (*Must be legal ProDOS name.*)
3. **Use:** Selects whether this group is active.

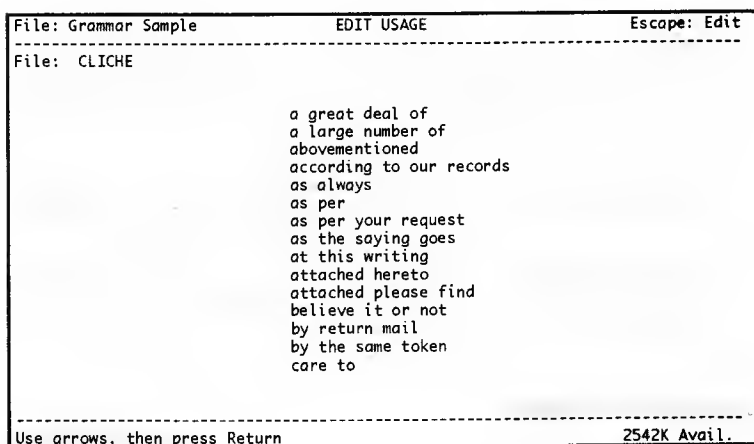
Editing Usage Files

Choose **Usage** to edit the contents of the Usage files. TimeOut Grammar uses these files to look for grammatical and stylistic errors in your document.

➡ **Note:** Only advanced users will need to change the contents of the Usage files. Most of the time you won't need to change them. See *Suggestion Syntax* below for information on changing suggestions.

After you select the Usage file you wish to edit, you'll see a list of the phrases in the file. These are the phrases that TimeOut Grammar searches for during a document scan. Use the following keys to edit the phrase list:

Return Edits the phrase. A submenu lets you change the phrase Grammar scans for and the suggestions.



⌘-D Deletes a phrase from the list.

⌘-I Inserts a new phrase into the list. A submenu appears to let you specify the phrase Grammar looks for and the suggestions it offers.

Editing Punctuation Files

Choose **Punctuation** to edit the contents of the punctuation files. TimeOut Grammar uses these files to check your document for punctuation errors.

- ➡ **Note:** While usually only advanced users will need to change these files, you may add to the Abbreviations, Capitalization Exceptions, Required Capitalization, and Punctuation Exceptions occasionally.

After you select the file you wish to edit, you'll see a list of the items in the file. The following keys can be used to edit the items:

Return	Allows you to change the item
⌘-I	Enters a new item into the file
⌘-D	Deletes an existing item from the file

The Punctuation files each have a different function. Here is what some of the files are used for:

- **Abbreviations:** Contains a list of valid abbreviations. Normally, TimeOut Grammar would consider a period in the middle of a word "misplaced punctuation." However, if the word is in this file, it is not considered an error. When adding items to this file, note that you *should not* include the period at the end of the abbreviation.
- **Capitalization Exceptions:** Contains a list of words which have non-standard capitalization. Normally a word like *AppleWorks* would be flagged as a capitalization error. However, if the word is in this file, it is not considered an error.
- **Required Capitalization:** Contains a list of words which should be capitalized—for example, proper names, city names, and so on.
- **Punctuation Exceptions:** Contains a list of words that contain punctuation that would otherwise be flagged as an error—for example, *//c*, *//e*, *][+*, etc.

Suggestion Syntax

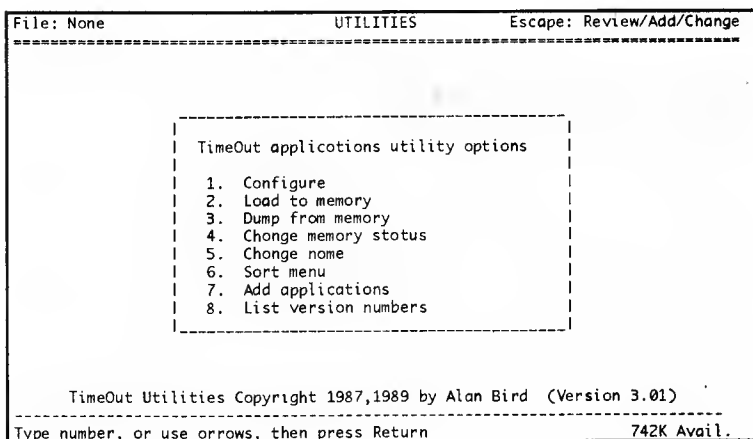
Suggestions entered into the Usage files must follow a special format. If you only want a single suggestion for the phrase, just enter it. Separate multiple suggestions with a backslash (\). The "special" suggestions *Omit*, *Avoid*, and *Revise* are represented by *-o*, *-a*, and *-r* and are usually the last suggestion in the list. Here's a sample (this suggestion is from the Pompous Phrases list, for the word *indeed*):

`really\truly\yes\-o`

This entry means that Grammar will offer you a choice of four suggestions: *really*, *truly*, *yes*, or to omit the word *indeed* entirely (*-o*).

A The TimeOut Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you extra flexibility in using your TimeOut applications. Make sure that the file **TO.UTILITIES** has been copied to your TimeOut applications disk. Start up AppleWorks and press ⌘-Escape to call up the TimeOut menu. Select **Utilities**. You will see this screen:



Configure

The **Configure** option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all applications have such options.

To configure an application, select **Configure** from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is

in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press Escape to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the **Load to memory** option. Select this option from the Utilities menu and select the application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more memory-resident TimeOut applications. Select **Dump from memory** from the Utilities menu and choose the application you would like to dump. The amount of free memory indicated in the lower right corner of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. This setting only determines how the application will be treated *when you start up AppleWorks*. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the **Load to memory** option or the **Dump from memory** option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. We have carefully selected a name for each application. However, you have the flexibility of renaming your applications if you wish to do so.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks Startup* disk, you can choose whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting **Sort menu** from the Utilities menu.

Add Applications

This selection allows you to load more TimeOut applications at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

If your system has a limited amount of memory, you may not want to use all your applications at once. You can keep your applications on separate disks or in different subdirectories, and add them after starting up AppleWorks. Every time you add applications, a new TimeOut menu is created. Each menu can contain up to 30 applications. If the disk has more than 30 applications, you will need to move some to a different disk or subdirectory to access them.

➡ **Note:** The limit of 30 applications applies only to the **Add applications** feature. You can have as many applications as you want on the first applications disk you use when AppleWorks is started. After that, there is a limit of 30 applications.

To add applications, select **Add applications** from the Utilities main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of new TimeOut menus you can create. To switch from one TimeOut menu to another, press ⌘-Escape to bring up the current TimeOut menu, then press Tab. If you continue to press Tab, you will cycle through all of the available TimeOut menus and return to the original menu.

You also use the Tab key to switch between TimeOut menus while using options 1-4 from the Utilities main menu. For example, if you select **Configure** and get the wrong TimeOut menu, press Tab until the correct one appears.

List Version Numbers

Use this option to find the version numbers of your TimeOut applications. If you need assistance, you should check the version numbers before calling Technical Support.

B Configuration Options

Many of TimeOut Grammar's options are configurable. Most users will never need to re-configure Grammar, but if you do need to, this section tells you what can be changed and how to change it. To configure TimeOut Grammar, select **Utilities** from the TimeOut menu, then **Configure**, then **Grammar**.

File: Grammar Sample	CONFIGURE	Escape: Utilities
=====		
TimeOut Grammar		
1. Location of files	[TimeOut Applications Disk]	
2. Group list file name	[usage.list]	
3. Usage subdirectory	[usage]	
4. Punctuation subdirectory	[punctuation]	
5. Left usage marker	[[]]	
6. Right usage marker	[[]]	
7. Left punctuation marker	[[]]	
8. Right punctuation marker	[[]]	
9. Sentence spacing	[2]	
10. Ignore markers	[No]	

Type number, or use arrows, then press Return		2543K Avail.

Location of Files

Usually TimeOut Grammar expects to find its phrase lists on your TimeOut Application Disk. If you want to put them on some other disk, change this option.

Group List File Name

TimeOut Grammar keeps a list of all the Usage files, their filenames, and their status (off/on). This list is called the *Group List*. Grammar is pre-configured to look on your TimeOut Applications disk for the Group List in the file called `USAGE.LIST`. You can, however, store your Group List under another name by changing the Group List File Name.

- ➔ **Tip:** By making several copies of `USAGE.LIST` under different names, you can set up phrase list configurations for different writing styles. Then you can simply choose which writing style you want to use by selecting a different Group List file name.

Usage Subdirectory

TimeOut Grammar keeps its Usage Phrase Lists (the list of phrases and suggestions it uses for checking grammar and style) in a subdirectory called `USAGE` on your TimeOut Applications disk. If you want to keep the files in a subdirectory of a different name, change the `Usage subdirectory` setting.

- ➔ **Note:** The `Location of files` setting tells Grammar where to look for the Usage subdirectory. The `Usage subdirectory` setting tells Grammar the name of the Usage subdirectory, which must be in the directory specified by the `Location of files` setting. The Usage Phrase Lists themselves are in the Usage subdirectory.

Punctuation Subdirectory

TimeOut Grammar keeps its Punctuation Phrase Lists (the list of phrases it uses for checking punctuation) in a subdirectory called `PUNCTUATION` on your TimeOut Applications disk. If you want to keep the files in a subdirectory of a different name, change the `Punctuation subdirectory`.

- ➔ **Note:** The `Location of files` setting tells Grammar where to look for the Punctuation subdirectory. The `Punctuation subdirectory` setting tells Grammar the name of the Punctuation subdirectory, which must be in the directory specified by the `Location of files` setting. The Punctuation Phrase Lists themselves are in the Punctuation subdirectory.

Left & Right Markers

If you are using the default square and curly brackets (`[]` and `{ }`) for some other purpose in your document, you can change the marker characters in TimeOut Grammar so they do not conflict with your other usage. Usage and punctuation markers can be set separately.

Good alternate markers include < >, %, &, #, @, *, ~, and \. Any character you're not using frequently in your document can be used. Since some of the usage and punctuation error numbers are the same, we suggest that you use different markers for the two types, although Grammar does not force you to do so.

Sentence Spacing

TimeOut Grammar can check and correct the number of spaces you leave between sentences. If your document will be printed on an ImageWriter, use two spaces. If your document will be printed on a laser printer, or will be imported into a page layout program, a single space looks better.

- ➡ *Note:* If you specify zero spaces, TimeOut Grammar will not check the number of spaces between sentences.

Ignore Markers

TimeOut Grammar usually ignores the marker characters when checking your document. This way, Grammar will still work properly if you check a document that has marker characters in it, either from a previous check or for other reasons. If you change the **Ignore markers** setting to No, Grammar will consider any marker characters it finds to be errors. Use this for slightly more thorough checking when you're sure there should not be any marker characters in the document.

C Improving Your Writing

Not everyone is destined to be a great writer—but you can improve your writing significantly by using TimeOut Grammar and following a few simple guidelines.

Good writing is not about using fancy words or long, flowery sentences. It's about being *clear*. If your writing is not clear, it's not good. Or, at least, it's not as good as it can be. Clarity is at the heart of all good writing—you can't begin to make your writing interesting unless it's already understandable.

Here are some tips to help you write with clarity.

Get Organized

An important element of clear writing is making sure your arguments are organized logically. Each sentence should express a complete thought. Each paragraph should discuss a complete topic, with a topic sentence that states the paragraph's topic and additional sentences that support it. Sentences should flow logically from one to the next. The reader should never feel lost.

Know when to end sentences and paragraphs. Remember, sentences are complete thoughts. When you want to express a new thought, start a new sentence. Similarly, paragraphs are a group of related thoughts. When you want to digress, start a new paragraph. Run-on sentences and paragraphs are difficult to read; for best results, limit sentences to 15-25 words and paragraphs to 5-10 sentences—at most. (The preceding sentence—a long one by most standards—is 22 words long. This paragraph contains seven sentences.)

An outline may help you organize your thoughts. It doesn't have to be a formal outline—the kind teachers require and students hate. It can just be a list of your main points. An AppleWorks tool like Beagle Bros' Outliner can help immensely. And don't be afraid to re-organize your document if it becomes necessary—that's one of the advantages of word processing!

Keep It Simple

Good writers never overembellish. They use as many words as are necessary to express their point—no more, no less. The classic writing guide *The Elements Of Style* puts this rule succinctly: *Omit unnecessary words*. If a word is superfluous to the meaning of the sentence, eliminate it. The resulting sentence will almost always be clearer and have more impact. Compare the following pairs of sentences:

- He was far too concerned with his own well-being vs He was a selfish man.
- He was a selfish man vs. He was selfish. (You can often simplify further than you thought at first!)
- A mistake many writers make is the overuse of clichés vs. Don't overuse clichés.
- The people who read your writing will appreciate the difference vs. Your readers will appreciate the difference.
- Obscure words may go over the heads of your readers vs. Obscure words may go over your readers' heads.
- It's nearly always worth the effort vs. It's worth the effort.

Be alert for redundancies—phrases like *visible to the naked eye*, which could be cut to *visible* with no loss of meaning. (Never mind that it's also a cliché.) Also be careful with words like *very*, *rather*, and *somewhat* used to express degree: *very late*, *rather confused*, *somewhat stupid*. Words like these are too imprecise. Drop them entirely or find a better way of expressing the same idea: *an hour late*, *baffled*, *idiotic*.

As you can see, simplifying a sentence often is as simple as replacing a phrase with a single word. Sometimes more extensive rewriting may be necessary. But it's worth the effort. Lean sentences have more impact and clarity than flabby ones.

Passive Voice Is To Be Avoided

In a sentence written in *active voice*, the subject does something—for example, “The guests consumed too much beer.” In *passive voice*, the subject becomes the object: “Too much beer was consumed by the guests.” Notice how “beer” is now in charge of the sentence, and the verb becomes *was consumed*. (Forms of *to be*—*is*, *was*, etc.—followed by a verb ending in *-ed* are sure signs of passive voice.) It's much more interesting to read about people doing things—active voice—than about things being done by people—passive voice. Compare the following pairs of sentences:

- Joe was attacked by Larry vs Larry attacked Joe.
- A check is enclosed vs I am enclosing a check.
- A good time was had by all vs We all had a good time.

The first sentence in each pair is in passive voice; the second sentence is in active voice. In each pair, the second sentence is more powerful—more lively—*clearer*.

The second example is particularly important, because business writing is typically filled with passive voice. A letter written largely in passive voice makes the writer sound distant and uninterested. Do you want to conduct your business in this impersonal manner? Probably not. Try active voice. (Some writers have problems with the active voice in business writing because they think they're not supposed to talk about themselves. Don't be afraid to use the word "I" when appropriate.)

Another warning flag of passive voice is the phrase *there is* (or *there are*). For example, the sentence *There is an option on the AppleWorks main menu to add files to the desktop* could be written much more actively as *The "Add files to the Desktop" option on AppleWorks' main menu lets you work with existing documents or create new ones*. As this example illustrates, eliminating the passive voice is not always as simple as rearranging a few words—in this case, additional clarifying information fills out the second half of the sentence.

You may not see a big improvement in style if you look at each sentence individually, as in our examples. But if you revise one of your existing documents to use active voice instead of passive voice, you'll notice the difference immediately. And so will your readers.

➡ **Note:** Sometimes the passive voice really is appropriate. When talking about a fatal automobile accident, for example, it sounds less macabre to say "Joe was run over by a truck" (passive) rather than "A truck ran over Joe" (active).

By the way—the title of this section is in the passive voice. Wouldn't it read much better as "Avoid Passive Voice?"

Avoid Clichés Like The Plague

Clichés are figures of speech that were once useful and even colorful, but have since been so overused as to be trite and meaningless today. Eliminate clichés from your writing. Instead of using a cliché, try to come up with a new metaphor or, failing that, just say what you mean in ordinary words.

William Gibson came up with a startling new metaphor for the opening of his science-fiction novel, *Neuromancer*. The novel begins: *The sky was the color of television, tuned to a dead channel*. It sets the mood perfectly for the high-tech world Gibson has envisioned—much better than simply saying *The sky was gray*. Naturally, it's more work to create new images than to recycle old ones, but it's ultimately much more rewarding.

Do you know the origin of the phrase *letting the cat out of the bag*? It's related to the phrase *pig in a poke*—farmers used to sell piglets in burlap sacks, or *pokes*. Unscrupulous merchants would put a cat in the poke; unsuspecting customers would assume they were getting the piglet that they paid for, but wise customers would look inside the bag. If the cat was let out of the bag, the deception was uncovered.

So—when was the last time you bought a pig in a poke? Does it make any sense at all to keep using phrases that have long since lost their historical meaning just because they're comfortable?

Instead of saying *With the boss on vacation, we were running around like chickens with their heads cut off*, try clipping the cliché and substitute an appropriate, and lively, adverb—*frantically*, for example. Instead of saying *The latest assignment was the straw that broke the camel's back*, just say *The latest assignment was too much to bear*. Your readers will thank you.

➡ Note: *The Dictionary Of Clichés*, by James Rogers (Facts On File, 1985), is an entertaining collection of the historical origins of over 2,000 common clichés. It's fascinating—and educational—reading.

Don't Overutilize Big Words

Be careful, too, with large or obscure words—especially jargon. Not only do you run the risk of going over your readers' heads, there's always the chance that *you* might misuse a word you don't understand.

For example, do you know what *ultimate* means? It's commonly used as a synonym of *greatest* or *best*, but the main dictionary meaning is simply *final*. You shouldn't write about *the ultimate Eric Clapton concert* unless you're talking about Slow Hand's *final* show. *Ultimately* means *in the end*. *Penultimate* means *next to last*—it's not a synonym for *ultimate*. If you're unsure of a word's meaning, look it up. Build your vocabulary.

Avoid complicated words when a simpler word will do the job just as well. Don't write *utilize* in place of *use*—in fact, most words ending in *-ize* are prime candidates for simplification. *Compartmentalize* becomes *divide*, *finalize* becomes *finish* or *complete*, *initiate* becomes *begin*, and so on.

Be extremely careful in using Latin and French phrases—and make sure you spell them correctly. More than one restaurant has misspelled *a la carte* as *a la crate* on the menu. Unless you're writing for doctors, lawyers, or chefs (or some other specific audience that's sure to understand the language you use), you're often better off using an English equivalent.

Other Tips

Here are a few other suggestions that may improve your writing:

- *Use varied sentence structures.* A sentence, at minimum, consists of a noun and a verb. *Tom leaped; Jesus wept.* But reading a string of sentences that are all arranged in the same way is boring. By varying the construction of your sentences, you can make your writing come alive in a way you might not expect.
- *Write to your audience.* Keep in mind the people who'll be reading your work—their educational and cultural background, as well as how familiar they already are with your subject matter. If you have to guess, always underestimate to ensure that your writing is clear to your intended audience. No one is insulted by writing that's a little below their level of ability.
- *See how the pros do it.* Want to give your writing a professional sheen? Read professional writing and dissect it. Ever read a book that just didn't sound quite right to your "mind's ear?" Take a serious look at it and *figure out why*. Once you open your eyes to others' writing, you'll start seeing the same strengths and pitfalls of your own.
- *Take a break.* It's hard to critique something you just wrote. Let it sit for a day or a week or two, then look at it again. You'll see things in your writing you never noticed before—guaranteed. A related tip: print out your document (triple-spaced), then critique it the old-fashioned way: with a red pen. For some reason, things just don't read the same on the screen as they do on the printed page.
- *Watch out for troublesome words.* Do you know the difference between *accept* and *except*? *Ensure* and *insure*? *Illusion* and *allusion*? What about *its* and *it's*? You'll occasionally see even "professional" writers using the wrong word for the job. Don't embarrass yourself!
- *Don't be too formal.* Today's preferred writing style leans toward the informal. This manual, for example, is written in an informal style. Contractions are fine, as are words like "Okay." A too-formal style can sound stiff and pompous. Of course, don't go overboard—slang like "tubular" and "awesome" will sound dated in a year.

- *Good news!* It's usually acceptable these days to split infinitives and put prepositions at the end of sentences. (Those were Latin grammar rules anyway. We speak English here.)
- *Don't overwork your writing.* There comes a time when you simply have to declare a piece of writing finished. Computers give you the ability to change your document easily—it's easy to get caught up in making "just one more" change. It'll never be perfect—you're human, after all—so it's fruitless to try to make it so. Learn to recognize when you're spinning your wheels and stop.
- *Use your references.* Despite the usefulness of spelling checkers and programs like Beagle Bros' TimeOut Thesaurus, it's always a good idea to keep a real dictionary and thesaurus handy. Paperback versions of *The American Heritage Dictionary* and *Rogel's Thesaurus* are inexpensive and widely available. Buy them. (*Rogel's*, in particular, can be fascinating just to browse through—it lists not only synonyms of words, but antonyms and other related words.)

For Further Reading

If you're serious about improving your writing, read some—or all—of the books listed below. Your local library should have them, and many are available in inexpensive paperback form.

The Lively Art Of Writing is an excellent general-purpose writing guide, covering frequently misused words, punctuation, organization; and more. Despite its publication date, it's still useful—and lively—today, and it's available in paperback.

A classic reference in the field, *The Elements Of Style* belongs on every writer's desk. If you can afford only one book on writing, this should be the one. (If you can afford two, get *The Lively Art Of Writing* too.) It's available in paperback, so you have no excuse.

Flesch, Rudolf. *The Art Of Readable Writing*. New York: Harper and Row, 1974.

Legget, Mead and Charrat Legget. *Prentice-Hall Handbook For Writers*. Englewood Cliffs, NJ: Prentice-Hall, 1964.

Morris, William and Mary Morris. *Harper Dictionary of Contemporary Usage, 2nd Edition*. New York: Harper and Row, 1985.

Payne, Lucille. *The Lively Art Of Writing*. Follet Publishing Co., 1965.

Strunk, William and E. B. White. *The Elements Of Style*. New York: Macmillan Publishing, 1979.

The Chicago Manual Of Style. Chicago: University of Chicago Press, 1969.

Help!

Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Quality Computers technical support staff for help.

Before calling, check this manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other programs you're using in connection with our software so you will have all this information handy when you talk to our technicians.

Using your modem, you may also receive Technical Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Voice Technical Support:

(313) 774-7740 10 am to 6:30 PM, weekdays (Eastern time)

Modem Technical Support (Pro-Quality BBS):

(313) 774-2652 24 hours, every day

Fax:

(313) 774-2698 24 hours, every day

Or write to:

Quality Computers, Inc.
20200 Nine Mile Rd. • Box 665
St. Clair Shores, MI 48080
Attn: Technical Support



A BB 98116



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